



A Ministry of **GRACE CHURCH** | Waldorf

**Returning Student  
Home School  
Application Packet**

**GRACE CHRISTIAN ACADEMY *of* MARYLAND**  
**Home School Umbrella**

**Registration deadlines:** August 1st -- Participation in Fall Sports

**Application Fee:** \$100.00 per family

**Registration Fee (K-12th Grade):** \$100.00 per student

(Fee includes application costs, two visits with the Home School Coordinator. You need to contact the home school coordinator to plan arrangements).

**Testing Fee:** \$65.00 per student

**Cost per course:** Middle School 6th - 8th grade: \$900.00 per student/per year  
High School 9th - 12th grade: \$1,000.00 per student/per year

**Class Materials:** Fee Determined by Course

**Missed Review Fee:** \$100.00 per student/per year

This fee may be assessed if an appointment is missed to meet with the home school coordinator. We understand that an appointment may be missed due to unforeseen circumstances. If you need to cancel an appointment, we ask that you do so at least 24 hours in advance. If the fee is assessed, it will need to be paid prior to the re-scheduling of a new appointment. Continued missed appointments may result in dismissal from the home school oversight program.

**Activity Fee:** \$100.00 per student/per sport/per year

The Activity fee is for any extracurricular activity sponsored by GCA including sports, 6th – 12th grades. This fee is per activity, per student with no maximum. Students not enrolled in our program with oversight by the Coordinator, are not eligible to play sports or be involved in our extracurricular activities.

## **GRACE CHRISTIAN ACADEMY *of* MARYLAND**

### **HOME SCHOOL UMBRELLA PROGRAM**

The State of Maryland recognizes the Oversight Program at Grace Christian Academy as a Home School Umbrella Program. Our primary responsibility is to ensure that home school parents are providing “regular, thorough instruction during the school year in the studies usually taught in the public schools to children of the same age” to their children. We offer two portfolio reviews.

For a fee, students may take courses on campus, and participate in after-school activities (\$100 per sport or activity), such as sports and drama productions, all on a space-available basis.

We believe that parents want their children to have the best possible education, and that parents involved in homeschooling are no exception. Parents enrolling their children under the Grace Christian Academy Home School Umbrella Program must keep a portfolio of their child’s work, and meet with their advisor as scheduled to cover objectives and review their child’s work.

For each child, parents must maintain a portfolio that demonstrates regular and thorough instruction in the subjects usually taught at that grade level. Portfolios should contain samples of the student’s work from each subject, test results and evaluations.

- Complete the Homeschool Notification Form for your county and give a copy of the completed form to Grace Christian Academy along with this application. This form is your protection against truancy charges.
- Parents choose their own curriculum and teaching methods that work with their children.
- One parent/guardian must be available at home to supervise the home school program and the progress of the child.
- Parents must consistently meet educational objectives, including submitting portfolios and grades, in order to continue in the program. A portfolio must be kept for each student that demonstrates regular, thorough instruction in the subjects usually taught at that grade level. Portfolios should contain samples of the student’s work from each subject, test results, and evaluations and should be updated monthly. This portfolio is required by law; it is the parent’s proof of compliance with the law and it is helpful to the parent and student to see gradual progress.
- In January, parents schedule a portfolio meeting with their advisor. They should bring a portfolio for each child, documenting the progress that child has made so far.
- In May, parents schedule an end-of-the-year portfolio review with their advisor.
- Maryland High School students are required to complete service hours in order to graduate. Please check with your Board of Education as to the home school criteria regarding service hours.

**Non-compliance with the requirements will result in a written warning. A probationary period of 30 days will follow the warning, at the end of which the parent will be required to meet with the academic advisor to show that instruction is meeting the state requirements.**

## **RESPONSIBILITY OF HOMESCHOOL COORDINATOR**

1. After the initial review of your application and curriculum plan, you will be notified of acceptance into our Homeschool Program by the Coordinator.
2. You will be contacted by the Coordinator to schedule your mid-term and end of the year oversight appointments.
3. At the end-of-year meeting, the Coordinator will review the student's portfolio and certify the completion of the curriculum. The Coordinator will provide and discuss your student's test standardized test results. For in-depth explanation of interpreting the test results, you may contact our STEP Director/Testing supervisor.

## **PROVISIONS FOR THE STUDENT**

1. At this time, only middle and high school courses are available on the GCA campus and they include electives on a space available basis. Home school students must wear the proper school uniform when attending classes.
2. Students may participate in any sports that have openings on the team. In order to try out for any sport, a Sports Physical Form signed by a doctor and completed Athletic Participation Form must be on file with the school office. These documents are required each year the student participates in the athletic program.
3. Students may participate in drama and musical productions that have openings available.
4. Middle school students may attend educational related field trips ONLY if they are registered and enrolled in the class that is going on the field trip. Field trip fees are charged in addition to other fees paid. Home school students must wear the proper school uniform on field trips if required or follow the GCA dress guidelines if non-uniform clothing is appropriate for the trip. The academy administrator will need to meet with the student prior to attending the trip to review school rules and policies.

# GRACE CHRISTIAN ACADEMY *of* MARYLAND

## Home School Registration

### Registration deadlines:

August 1<sup>st</sup> -- Participation for Fall Sports

**ALL STUDENTS:** The following items are required for all new and returning students to complete registration:

- \_\_\_ **Complete Application Packet** (Parent signatures required)
  - ~ Copy of birth certificate
  - ~ Complete & submit the "Homeschool Notification Form" to your county
  - ~ Complete Objectives and Methods Form
  - ~ Application completed and signed
  - ~ Signed Parental Agreement
  - ~ Signed Emergency Form
  - ~ Signed permission form to post pictures on website or for advertising
  - ~ Sports Physical Form signed by parent and physician (completed yearly)
  - ~ Student Pledge (6<sup>th</sup> – 12<sup>th</sup> Grade)
  - ~ Registration Fee enclosed

### **Other Optional Services:**

- \_\_\_ Sports/Activity Fee - \$100 per sport/activity and must be paid prior to the beginning of the season/activity.

**List sport or activity-** \_\_\_\_\_

- \_\_\_ On Campus Course Fee- see attached

**List class/classes** \_\_\_\_\_

**Academic School Year:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**STUDENT'S NAME:** \_\_\_\_\_

### **Registrar/Finance Office Use Only**

Registration Fee: \$ \_\_\_\_\_

Sports/Activity Fee: \$ \_\_\_\_\_

Music Lesson Fee \$ \_\_\_\_\_

Testing Fee: \$ \_\_\_\_\_

AR Program Fee: \$ \_\_\_\_\_

Course Fee: \$ \_\_\_\_\_

# GRACE CHRISTIAN ACADEMY *of* MARYLAND

## HOME SCHOOL APPLICATION

Student's name \_\_\_\_\_

Birth date \_\_\_\_\_ Gender: \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ County: \_\_\_\_\_ Zip \_\_\_\_\_

### STUDENT'S HISTORY

**Statistical Information: The Department of Labor and the Association of Christian Schools International requires our school to make available statistics regarding race and ethnicity. Please check one:**

☐ Black/African American ☐ Asian ☐ Native Hawaiian/Pacific Islander

☐ American Indian or Alaskan Native ☐ White/Caucasian Other \_\_\_\_\_

☐ Hispanic/Latino: Yes No

School last attended \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Has student ever been suspended or expelled from school? Yes No

If yes, state circumstances \_\_\_\_\_

Grade (New School Year) \_\_\_\_\_

### PARENT(S) INFORMATION

Father's name \_\_\_\_\_

Employer \_\_\_\_\_ Work phone \_\_\_\_\_

Email Address: \_\_\_\_\_

Mother's name \_\_\_\_\_

Employer \_\_\_\_\_ Work phone \_\_\_\_\_

Email Address: \_\_\_\_\_

Primary parent who will supervise the homeschooling \_\_\_\_\_

# HOME SCHOOL PARENTS' AGREEMENT

In signing this application, I/we acknowledge the following:

- I/We accept all of the regulations of the school in the applicant's behalf, including the dress code when on campus.
- I/We accept all responsibility for the fees and other expenses for my/our child/ren and payment of all such bills when due.
- I/We accept our responsibility to notify Grace Christian Academy and the county superintendent of schools in the event that I/we withdraw my/our child/ren from the Grace Christian Academy of MD Home School Oversight Program.
- I/We agree to maintain a portfolio for each child including current goals/objectives, samples of daily work for each subject, test/quiz results and a reading list.
- I/We will schedule and attend the required regular portfolio reviews with our academic advisor. **I/we further understand that if an oversight appointment is missed, your account may be assessed a fee of \$100.00 which must be paid prior to re-scheduling the appointment.** We further understand that if an appointment must be cancelled that it should be done so at least 24 hours in advance if possible. **Continued missed appointments may result in being dismissed from the oversight program.**
- At least one parent/guardian will be available at home to supervise the home school program and the progress of the child(ren).
- All course work that is to receive credit or a passing notation on a GCA transcript must be validated by the GCA homeschool coordinator as passing or successfully completed. All course work grades, including PE, must be verified by the homeschool coordinator with a teacher/homeschool instructor's signature which will validate the dates, times, instructional material/curriculum covered in the course--60 hours minimum for each 1/2 credit requested
- According to our GCA grading scale, a student must receive a 60% or above for a passing grade in each subject. Anything subject below a 60% will not receive high school credit on their homeschool transcript.
- In order to receive 1 High School credit for PE/Health, the student must receive 120 hours of instruction which is equal to 1 Carnegie unit = 1 Credit. This can be completed over the course of the school year and can include Health and various other physical activity instruction.

**\*\*\* NOTE - Participating in 2 High School sports during the school year does NOT complete the 120 hours of instruction that is required by the state of Maryland for a PE/Health credit**

Grace Christian Academy reserves the right to dismiss a student who does not respect the school's rules of conduct, dress, spiritual standards, or cooperate in the educational process.

## **SIGNATURE OF COMMITMENT:**

I/we have read and agree to the terms stated in this application.

Father \_\_\_\_\_ Date \_\_\_\_\_

Mother \_\_\_\_\_ Date \_\_\_\_\_

**EMERGENCY INFORMATION**

Home School Student

GRADE: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_ GENDER: \_\_\_\_\_ MALE \_\_\_\_\_ FEMALE

CHILD'S NAME: \_\_\_\_\_  
Last First Middle Home PhoneHOME ADDRESS: \_\_\_\_\_  
Street City State Zip

FATHER'S NAME: \_\_\_\_\_ PHONE: H: \_\_\_\_\_

W: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_  
(If different from child) Street City State Zip

MOTHER'S NAME: \_\_\_\_\_ PHONE: H: \_\_\_\_\_

W: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_  
(If different from child) Street City State Zip

**AUTHORIZED PERSONS** to assume responsibility for school dismissal and provision of care when parent or guardian cannot be reached. **PLEASE NOTE: STUDENT WILL ONLY BE RELEASED TO PERSONS AUTHORIZED BY PARENT OR GUARDIAN.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Relationship: \_\_\_\_\_

Family Physician or Pediatrician: \_\_\_\_\_ Phone: \_\_\_\_\_

Family Dentist \_\_\_\_\_ Phone: \_\_\_\_\_

Local Hospital Preference: \_\_\_\_\_

Insurance which applies to the child \_\_\_\_\_ Policy ID: \_\_\_\_\_ Group#: \_\_\_\_\_

Relevant medical factors including allergies (food, drug &amp; seasonal), medications and physical impairments:

**CONSENT FOR EMERGENCY TRANSPORTATION AND MEDICAL TREATMENT:** In the event my child needs to be transported by ambulance or emergency vehicle, I authorize transportation. In the event reasonable attempts to contact me/us have been unsuccessful, I/we hereby give my/our consent for administration of any treatment deemed necessary by Dr.\_\_(preferred doctor) or Dr.\_\_(preferred dentist); or, in the event the designated practitioner is not available, by another doctor or dentist; and the transfer of the child to the above-stated hospital or any hospital reasonably accessible. This authorization does not cover major surgery unless the medical opinions of two (2) other-licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

\_\_\_\_\_  
Signature of Parent or Guardian\_\_\_\_\_  
Date

## Grace Christian Academy

Web Address: [www.graceknights.org](http://www.graceknights.org)

Dear Parents:

We publicize our programs with pictures and/or video on our website and in televised and print advertising/promotion. During the year, we may take photographs and/or video of your son or daughter engaging in one of the many exciting activities at Grace. All pictures and/or video will focus on the students performing school activities, most often in groups, and always representing the school's mission and beliefs. Because your child is a minor, we are required to obtain your permission to use any pictures of your child on the website or in advertising.

Please complete the form below. If you have any questions or concerns, please call the school office. Thank you for your help.

Student's Name: \_\_\_\_\_

\_\_\_\_\_ I give my permission for photographs and/or video of my child to be posted on the GCA website or used in advertising/promotion. I understand that if I, for any reason, change my mind, I can inform the GCA Director, preferably in writing, to ask that the photos and/or video be removed from the website or advertising.

\_\_\_\_\_ I do not give my permission for photographs and/or video of my child to be placed on the GCA website or used in advertising/promotion.

\_\_\_\_\_  
*Signature of Parent or Guardian*

\_\_\_\_\_  
*Date*

## STUDENT PLEDGE

Upon enrolling in Grace Christian Academy, each student acknowledges reading, understanding the intent of each guideline and voluntarily accepting adherence and upholding each noted item of the following pledge:

1. I pledge myself to the teaching and values of the Bible; therefore, I will uphold these teachings and values both on and off campus.
2. I pledge myself to uphold the institutional preferences and policies of GCA as stated in the Parent/Student Handbook.
3. I pledge to abstain from the following: tobacco, alcoholic beverages, illegal drugs, profanity, social media/internet misconduct and immoral behavior as Biblically defined.
4. I pledge myself to be a positive member of the GCA community and to be a positive influence in my social relationships.

### School-Wide Standards of Conduct:

The goal of the school-wide standards of conduct is to assure a safe and effective learning environment that honors God. Standards of conduct for which a student is subject to discipline are defined as follows:

1. Respect and obey individuals in authority, including all adult staff and volunteers: In manner of speech and behavior students are to demonstrate respect for school authorities. Students are to cooperate with all school authorities and their directions.
2. Care for school facilities: Students are to help keep the campus clean and litter free by disposing of their own trash or trash of others in the proper receptacles. Students must not deface or damage school property or the property of others.
3. Respect others in the school community: Students are to refrain from name calling, using obscene gestures, uttering profanities, interfering with others and gossiping.
4. Maintain school security: Students may not possess on campus any weapons, including matches, lighters or any other object that may be used to cause harm to another individual or school property. When in receipt of information or possible information that may be harmful to another person or to the school, students will report such information to a staff member.
5. Adherence to ethical standards: Students will not lie, cheat or steal, no tolerate, influence, enable anyone else to do likewise. Violation of this standard includes any form of plagiarism or forgery.
6. Meet attendance expectations: Students will not leave the campus or be in restricted areas without permission from an administrator.
7. Manage electronic devices: Students will not bring electronic devices to classes unless given direct permission from a teacher. This includes, but is not limited to, the following: smart phones, cell phones, laptops, iPads, iPods and electronic games and books. These devices must be turned off and kept in school lockers during the school day. Headphones must be put away prior to entering the building. Upon the conclusion of the official school day, these devices may still only be used under the direct supervision and permission of a faculty member.
8. Be responsible with social relationships: Students are to refrain from hand holding, kissing or other displays of affection. All students, especially those of the opposite gender are to be in supervised and visible areas.
9. Follow concept of conflict resolution: Students will utilize the principles found in Matthew 18 in resolving disputes or disagreements with fellow students or faculty members.

My signature below indicates acceptance of the terms of this pledge.

Signature: \_\_\_\_\_

Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

# GRACE CHRISTIAN ACADEMY *of* MARYLAND

## HOME SCHOOL UMBRELLA PROGRAM

This form is **required** to be submitted with your Homeschool Application every school year.

### Curriculum Plan

Objectives and methods need to be filled out for each subject that is being taught during the school year. The objectives are the goals you have set for the student in each subject area. They include the knowledge and skills that will be achieved during that school year. The methods are the instructional methods used to achieve the learning objectives during the school year. List the frequency of testing and methods used along with textbooks used for instruction and any other learning resource materials (science experiments, research papers, list of books read).

### Sample Below

**Student:** Sarah Anybody

**Grade:** 8th

**Subject:** History

**Objective-**Sarah will study U.S. History beginning with the formation of the First English Colonies, Building American Character and Times through the Civil War and the Twentieth Century events. She will also memorize the 50 U. S. states and capitals as well as the 43 Presidents.

**Method** –Sarah will read the textbook and do Check Up questions three times each week for 1 ½ hours. She will have a written test bi-weekly to measure her progress. She will memorize one President and one state and capital each week. She will do map skills during each lesson.

**Curriculum Used** - ABeka Books, 8<sup>th</sup> grade textbook – *America Land I Love*, tests and quizzes, Geography/Map skill check flashcards.

## OBJECTIVES AND METHODS

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Date: \_\_\_\_\_

**Subject:** \_\_\_\_\_

**Objective:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Method:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Curriculum Used:** \_\_\_\_\_

**Subject:** \_\_\_\_\_

**Objective:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Method:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Curriculum Used:** \_\_\_\_\_

**Subject:** \_\_\_\_\_

**Objective:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Method:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Curriculum Used:** \_\_\_\_\_

**Subject:** \_\_\_\_\_

**Objective:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Method:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

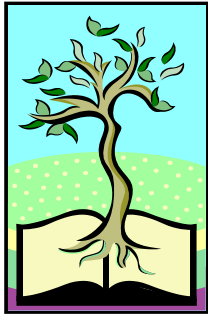
**Curriculum Used:** \_\_\_\_\_

**Subject:** \_\_\_\_\_

**Objective:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Method:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Curriculum Used:** \_\_\_\_\_



# GRACE CHRISTIAN ACADEMY OF MD HOMESCHOOL UMBRELLA PROGRAM

## PORTFOLIO REVIEW

**PURPOSE:** The following information is provided for parents who are preparing for a portfolio review under the Grace Christian Academy of Maryland Homeschool Umbrella Program. It is provided for informational purposes.

According to the Code of Maryland Regulations (COMAR) governing Home Education, “the home instruction program shall:

- (1) Provide regular, thorough instruction in the studies usually taught in the public schools to children of the same age;
- (2) Include instruction in English, mathematics, science, social studies, art, music, health, and physical education; and
- (3) Take place on a regular basis during the school year and be of sufficient duration to implement the instructional program.”

“A parent or guardian who chooses to teach a child at home shall maintain a portfolio of materials which:

- (1) Demonstrates the parent or guardian is providing regular, thorough instruction during the school year in the areas specified in (1 and 2 above);
- (2) Includes relevant materials, such as instructional materials, reading materials, and examples of the child’s writings, worksheets, workbooks, creative materials and tests;
- (3) Shall be reviewed by the local superintendent or the superintendent’s designee at the conclusion of each semester of the local school system at such times as are mutually agreeable to the local superintendent or designee and the parent or guardian.”

## PORTFOLIO

- English/Language Arts should include developmentally-appropriate instruction in reading, writing, speaking and listening skills.
- The following areas not listed in the COMAR are highly recommended:
  - Technology Education (computers, other technology, business, industrial arts);
  - Library/Media Skills;
  - Foreign Language.

## General Suggestions

- Give evidence of a regular, planned schedule of instruction.
- Maintain a planning book or log.
- Record your instructional plan for the year.
- Maintain a record of grades, e.g., issue quarterly report cards.
- Bring examples of instructional materials to the review.
- When the curriculum does not follow a prepared text or course, provide an outline of topics with a time schedule and resources (such as a bibliography).
- Describe how instruction in each area is structured, e.g., textbook, correspondence course, art lessons, participation in a structured sports program each season, or a planned syllabus.

## Student Portfolio

- Adequate examples to document work for each subject throughout the period of instruction must be provided.
- Samples of the student's writing, worksheets, workbooks, creative materials, and tests must be provided. Reading lists are recommended. Other means of documenting work include journals, photographs, certificates, awards and programs.
- Work should be arranged chronologically by subject area.
- Each piece of work should be dated and identified.
- Helpful hints:
  - (1) Use a tabbed notebook or pocket portfolio;
  - (2) Arrange by subjects;
  - (3) Include two to three samples per month per subject of homework, tests, quizzes, compositions, etc.;
  - (4) Include a physical education fitness log, certificates (music, Taekwondo, etc.), and field trip forms;
  - (5) Include quarterly grades.

*All work in the portfolio remains the property of the family.*

## Portfolio Review Guidelines

Each subject area will be reviewed for clear evidence of instruction, as will the complete portfolio, according to the criteria below. Ratings will be indicated on the portfolio review form.

- ACCEPTABLE/CLEAR EVIDENCE - indicates there is sufficient evidence of planning, as well as physical evidence of student work to show that regular, thorough instruction has taken place on a regular basis during the school year and is of sufficient duration to implement the program.
- NEEDS BETTER EVIDENCE - indicates there is insufficient evidence of instruction. It is expected that weaknesses will be addressed during the next portfolio review.
- UNACCEPTABLE - indicates there is no evidence of instruction. The subject area or portfolio does not comply with COMAR 13A.10.01D. A portfolio receiving this rating must be revised and reviewed again within 30 days.

## HOME SCHOOL RESOURCES

For your information, here is a list of websites that might be helpful to you.

### **Home School Legal Defense**

<http://www.hslda.org>

### **CHEN – Christian Home Educators Network**

<http://www.chenmd.org>

### **Maryland Home Education Association**

[www.mhea.com](http://www.mhea.com)

### **Other programs available:**

Grace Christian Academy also offers a School of Music.

**Music Lessons:** Private musical lessons are available on the following instruments:

- Piano

Music lessons are available for students beginning in first grade.

Fill out a Registration form for lessons. Our studio policies are also in a downloadable format. We look forward to working with your child. The registration form and studio policies can be found at [www.graceknights.org](http://www.graceknights.org).